



Administrative Assistant – The Learning Network

The Learning Network of Greater Kalamazoo is a dynamic collaboration of people and organizations committed to transforming how, and how well, we prepare everyone who lives in Kalamazoo County for lifelong success. If you love where you live and want to be in the center of educational transformation in Kalamazoo...read on

The Learning Network is looking for an energetic multi-tasker to take control of the Network's administrative duties. This position offers a wide variety of work with a diversity of people, who believe that education and learning is key to community prosperity. This position provides administrative support to:

- **The Learning Network staff:**
 - Maintains daily calendars, schedules and confirms appointments;
 - Prepares and edits correspondence, communications, presentations and other documents
 - Provides support for community projects and initiatives related to program priorities.
 - Organizes and maintains central database, compiles and manages data and coordinates communication of information with internal and external partners
- **The Learning Network's Leadership Council and teams**
 - Works to manage Leadership and Coordinating Council and Backbone Team meetings by preparing agenda, and other relevant materials, responds to member requests, and manage dropbox content and requests
 - Attends Leadership and Coordinating Councils and Backbone Team meetings, prepares minutes
 - Functions as recording secretary to the Leadership and Coordinating Councils and Backbone Team
 - Maintains relationships with community partners and members of the Leadership and Coordinating Councils and Backbone Team
- **Meetings and Community Events**
 - Works with community partners to prepare and distribute meeting materials, confirms room set-up

- Compiles post event evaluation and follow-up, such as event expense reports, or additional contacts and mailing

Knowledge, Skills & Abilities:

- Must love where you live and be committed to making positive change in our community.
- At least an Associate's degree or applicable experience
- Excellent communication, organization, and critical thinking skills
- Technology and information systems savvy with the ability to develop new skills.
- The ability to work independently, attend to multiple tasks, remain flexible, and well organized

Preferred:

- Coursework in communications, social work, sociology, and/or psychology.
- Experience working with nonprofit organizations, volunteers, event planning, and data base reporting

We Offer:

- **A fantastic work environment**
- **Competitive salary and benefits**
- **Room to grow and advance**
- **An opportunity to make a difference in the lives of Kalamazoo County residents**

For more information on The Learning Network of Greater Kalamazoo

Click: [http:// www.thelearningnetwork.org/](http://www.thelearningnetwork.org/)